

**SURVEY REQUIREMENTS
SECTION 2-300**

2-300 Survey Requirements

This section covers the City of Chula Vista's requirements related to surveys and monumentation and is applicable to both major and minor subdivisions. This section includes: guidelines for preparing a procedure of survey; standard requirements for monument types, sizes, and locations and standard symbols. This section also includes a standard procedure for survey monument inspection by the City.

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**SURVEY REQUIREMENTS
SECTION 2-301
PROCEDURE OF SURVEY**

2-301 Procedure of Survey

2-301.1 General

The procedure of survey shall show the general plan of the subdivision and its location relative to the following:

- (1) surrounding subdivisions
- (2) record of survey maps
- (3) city and county boundaries
- (4) street, highway and freeway centerlines and right-of-way lines
- (5) major easements
- (6) rancho lines
- (7) section lines
- (8) 1/4 section lines (within Rancho de la Nacion).
- (9) City of Chula Vista control monuments (ROS 14841) (This map is the basis of entire City control network; monuments shall be shown and perpetuated.)

2-301.2 Purpose

The procedure of survey must clearly show how the subdivision boundary has been established and its relationship with the surrounding subdivisions, record of surveys and deeded property. Record information and data (calls) from these documents must be reflected on the procedure of survey and subdivision map as necessary to clearly demonstrate the method used to resolve the boundary.

2-301.3 Form and Content

Procedures of Survey must contain the following:

- (1) **Record Monuments** - All record monuments found and used to establish the subdivision boundary shall be shown on the procedure of survey. Bearings and distance ties between these monuments and the subdivision boundary shall be annotated in all cases. The initial submittal of the Procedure of Survey shall include a copy of the Surveyor's Work Sheet indicating which maps were used, and why others in the vicinity (if any) were not. Indicate which monuments were searched for but not found.
- (2) **Basis of Bearing** -The basis of bearing shall be in terms of the California State Coordinate System, CCS 83, Zone 6, epoch 1991.35. The bearing may be obtained from a previously recorded survey (or from a new survey) meeting the following requirements.
 - a) If the basis of bearing is not of record:
 - 1) It shall be established from at least two monuments having recorded coordinates in the California Coordinate System, CCS 83, Zone 6, epoch 1991.35 and said monuments must conform to the requirements of Public Resources Code 8813.2; or

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- 2) It shall be established from at least two monuments shown on a Recorded Map meeting the above requirements; and
 - 3) A triangulation or trilateration net on the map and the bearing and distance ties from the existing control points to at least two points on the subdivision boundary shall be shown;
 - 4) A note shall be placed on the map indicating that the basis of bearing is the California Coordinate System, CCS83, Zone 6, epoch 1991.35 and listing the CCS 83 station names, grid coordinates and bearing between stations. The note shall also state that all bearings and distances are in terms of ground measurements unless labeled "grid (CCS 83); and
 - 5) A note shall be placed on the map indicating the combined correction factor and the convergence angle for the nearest control points used for conversion on the map.
 - 6) If coordinate values from other maps are given in an epoch other than 1991.35, those values may be translated to epoch 1991.35 using method and values of both HTDP v2.4 or later. (That software can be downloaded from www.NGS.NOAA.GOV/Tools/HTDP/HTDP.HTML)
- b) If the basis of bearing is a reference line, it must meet the following criteria:
- 1) Shown on a recorded subdivision map, parcel map, or record of survey; and
 - 2) Bearing of the line is in terms of the California Coordinate System, CCS 83, Zone 6, epoch 1991.35; and
 - 3) At least two found monuments of record are on that line.
 - 4) A basis of bearing statement must be added to the map including a description of the line, the name of the reference map and the reference bearing. The statement must also indicate that the bearings, distances, and coordinates are in terms of the CCS 83, Zone 6, epoch 1991.35 and indicate the name and order of the local stations used as the basis of bearing.
 - 5) If coordinate values from other maps are given in an epoch other than 1991.35, those values may be translated to epoch 1991.35 using method and values of both HTDP v2.4 or later. (That software can be downloaded from www.NGS.NOAA.GOV/Tools/HTDP/HTDP.HTML)
- c) The following information related to the Basis of Bearing shall be shown on the Procedure of Survey:
- 1) Record bearing shown on the line;
 - 2) Line established by two record monuments;
 - 3) Found monuments on the line are of record;

NOTE:

Bearing of line cannot be assumed: line shall not be accepted if only shown on a City tie sheet, improvement drawing, State highway map, road survey, or any other map that is not recorded.

- (3) **Legend** - The legend defines the symbols and abbreviations used on the map and should eliminate or reduce the need for repetitious explanatory notes relating to found or set monuments and other mapping elements. Symbols used in the legend shall conform to the table shown in Section 2-302.4. The legend shall contain:
- a) Definition of all abbreviations used;
 - b) Explanation concerning monuments for interior lot corners in lieu of symbols;
 - c) Symbol for City/County boundaries;
 - d) Symbol for subdivision boundary;
 - e) Symbol for lot boundary;
 - f) Symbol for first and last lot number;
 - g) Symbol for each type of monument to be set with map;
 - h) Symbol for found monuments as necessary;
 - i) Other symbols as required for relinquishing access rights, easement calls, etc.
- (4) **Title** - Title shall be centered at the top of the sheet and shall include the name of the subdivision with the tract number with "Procedure of Survey" directly below
- (5) **Land Surveyors' or Civil Engineers' Certificate** - A Land Surveyors' or Civil Engineers' certificate (see Section 2-600) is required for all subdivision maps. Said certificate shall be completed, signed and stamped by a Land Surveyor licensed in the State of California or a Civil Engineer licensed to practice land surveying in the State of California. If this certificate does not fit on the cover sheet, it may be placed on the procedure of survey.
- (6) **Vicinity Map** - A vicinity map is required for all subdivision maps and may be placed on the procedure of survey if it does not fit on the title sheet
- (7) **North arrow and Scale** - Each procedure of survey sheet shall include a north arrow and a scale depicted graphically (bar scale) and in words. The minimum scale for a procedure of survey is 1"=200' (1cm=20m).
- (8) **Notes** - Any notes needed to clarify the monumentation, easements or special conditions shall be placed on the procedure of survey.

- (9) **Surveyor's Notes** - Any notes needed to clarify special conditions affecting the procedure of survey may be placed on the Procedure of Survey sheet.

(10) **Multiple Unit Maps**

The Procedure of Survey need be filed only with the first unit of a multiple unit map, provided the following conditions are met:

- a) The Procedure of Survey shows the complete exterior boundary of the entire property being subdivided.
- b) Each unit map, together with the Procedure of Survey Sheet from the first unit is complete without other reference.
- c) Ties from two points on the unit boundary to two points on the subdivision boundary must be shown.
- d) The Procedure of Survey is referenced by page number, subdivision tract and final map number on each subsequent unit map.
- e) When using the Procedure of Survey by referenced method, a separate index map is required for maps with more than two map sheets (excluding title & procedure of survey sheets).
- f) If approved, the following note must be added to subsequent maps using the same procedure of survey:

FOR PROCEDURE OF SURVEY, SEE SHEET _____ OF _____ (NAME OF SUBDIVISION) _____,
CITY OF CHULA VISTA TRACT NO. _____, MAP NO. _____

(SIGNATURE) _____, _____ (DATE)
(RCE/LS NUMBER & EXPIRATION)

2-301 Sample Procedure of Survey Final Map

2-301 Sample Procedure of Survey Parcel Map

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FOR OFFICE USE ONLY
FILE NO.: _____
DE NO.: _____
INITIALS: _____

TRACT NO. _____

Engineer/Surveyor: _____

PHONE: _____

ITEM	CHECK	REMARKS
2-301.3 FORM & CONTENT		
1. Complies with general format for subdivision maps		
2. Basis of Bearing		
A. Basis of Bearing not of record, conform to following:		
1) Established from at least two CCS 83, Zone 6, epoch 1991.35 points		
2) Established from a triangulation or trilateration net on the map with ties to existing control points and at least 2 points on subdivision boundary		
3) Note stating that the basis of bearing is the CCS, Zone 6, epoch 1991.35 with a list of coordinate station names and coordinates		
4) Convergence angle and correction factor		
B. Basis of bearing that is a reference line must conform to following:		
1) Shown on a recorded subdivision map or record of survey		
2) Bearing of reference line is in terms of the California Coordinate System		

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3) At least two found monuments of record are on reference line		
4) A basis of bearing statement including a description of the line, the name of the reference map and the reference bearing and indicating that the bearings, distances and coordinate are in terms of the CCS83, Zone 6, epoch 1991.35.		
C. Following must be shown for basis of bearing:		
1) Record bearing shown on line		
2) Line established by two record monuments		
3) Line is not accepted if shown only on a City tie point sheet, improvement drawing, State Highway map, road survey, or any other map that is not recorded.		
3. Legend (see standard symbols CVD-SS01 – SS05)		
A. Definition of all abbreviations used		
B. Explanation of any special conditions		
C. Explanation concerning monuments for interior lot corners		
D. Symbol for City/County boundary as needed		
E. Symbol for subdivision boundary		
F. Symbol for lot boundary		
G. Symbol for first and last lot number		
H. Symbol for each type of monument to be set		
I. Symbol for found monuments as needed		
J. Other symbols as needed for relinquishing access rights, easement call, etc.		
4. Title centered at top of sheet including subdivision name and tract or tentative parcel map number and "Procedure of Survey" directly below		
5. Civil Engineer or Land Surveyor's certificate with signature and seal if it doesn't fit on title sheet		
6. Vicinity map with north arrow and scale indicated		
7. North arrow and Scale: min. 1" = 200' (1cm = 20m)		

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8. Other notes as needed to clarify survey, monumentation, or easements		
9. Miscellaneous		
A. Gross subdivision area: (square feet and acres (m ²))		
B. Table showing area, number of units and proposed use for each lot (condos only)		
C. Other certificates that could not fit on title sheet		
D. All lots shown and numbered		
E. All streets shown and identified		
F. Show record bearings, distances and references in parenthesis for record map or record of survey		
G. Show record bearings, distances and references in parenthesis for any deed data in disagreement with survey		
H. Record maps, sections, ¼ sections identified		
I. City of Chula Vista control monuments shown		

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**SURVEY REQUIREMENTS
SECTION 2-302
MONUMENTATION REQUIREMENTS**

2-302 MONUMENTATION REQUIREMENTS

2-302.1 General.

- (1) Monuments are set or placed at a particular location to mark a point of a boundary or survey. They shall be sufficient in number and located so as to not be readily disturbed and to assure the perpetuation or reestablishment of any point or line of the survey. Monuments shall be a permanent type of monument such as a pipe, concrete cylinder, or steel rod with a brass disc or metal cap showing RCE or L.S. number. Plastic caps or plugs are not accepted.
- (2) Found Monuments:
 - a) All "found" monuments shall be fully identified by type, condition (rusted, bent, etc.) lot and block number, tract name and number, place of record, section, township and range, or other proper identification; and if they appear on a previously recorded map, record of survey, County Road Survey, City Tie Sheet, State Highway or other public record, the reference number of the record shall be shown.
 - b) Monuments on major subdivision maps shall be flagged in the field. Inspected, and approved by the City prior acceptance of public improvements.
 - c) All boundary monuments shown on final parcel maps shall be flagged in the field, inspected and approved by the City prior to recordation of final parcel maps.
 - d) All found monuments, to be restored, shall be shown on any and all grading plans for the site and labeled "Preserve Monument until it has been tied for restoration."
 - e) Any City Horizontal Control Network System monuments that are obliterated or disturbed by construction activities shall be replaced following the requirements of Section 2-302.1(8) of this manual.
- (3) Monuments to be Set:
 - a) All monuments to be set by a major subdivision final map shall be set within and flagged in the field within thirty (30) days after completion of public improvement for inspection and acceptance by the City Land Surveyor prior to acceptance of public improvements by the City.
 - b) All monuments to be set by a minor subdivision final parcel map shall be set and flagged in the field for inspection by the City prior to recordation of the final parcel map unless delayed monumentation has been approved and a cash bond to guarantee monumentation has been submitted and approved. If monumentation is delayed, all monuments shall be set and flagged in the field within thirty (30) days after completion of public improvements for City inspection and acceptance prior to acceptance of public improvements.
- (4) All monuments found or set shall be tied into the subdivision by bearing and distance. In case there is a variance between the "record" tie and the "measured" tie to a found

monument, the record bearing and distance, and related map references shall be shown in parenthesis; for example (S89°51'20"E, 139.75', R. of S. 8006).

- (5) Proper notation shall be made concerning any points reset by ties.
- (6) The subdivider shall be responsible for retaining the services of a registered civil engineer or licensed land surveyor authorized to practice land surveying in California. and shall:
 - a) Replace any monuments or bench marks, as required by this manual or located in making a survey, that is disturbed or destroyed prior to City acceptance of all improvements.
 - b) Reestablish before acceptance of improvements at or near the surface any monument which will be buried during the process of subdivision development.
- (7) The map shall show monuments set at the true corners, angle points and points of curvature around the boundary of the parcel or parcels being surveyed, except where conditions make it physically impossible to monument the true corner; the monuments may be shown as having been set at an offset, in which case the bearing and distance shall be shown between the corner and the monument.
- (8) The City Horizontal Control Network System was established by Record of Survey 14841 and consists of monuments compliant with the requirements of California Public Resources Code 8813. Those monuments are established at ½ mile density in most areas. In some areas the existing density is as much as 1 mile. In areas where the ½ mile density has not yet been achieved, the Engineer of Work shall establish additional Horizontal Control Monuments.
 - a) City Horizontal Control Monuments are to be installed after improvements are complete and shall be placed in publicly accessible locations suitable for GPS observation.
 - b) Accuracy shall be compliant with the requirements of California Public Resources Code 8813 and shall be referenced to California Coordinate System of 1983, Zone 6, Epoch 1991.35.
 - c) Monuments shall be, at a minimum, 1" brass disc set in a permanent major drainage structure (catch basin, curb inlet, etc.).
 - d) The location of existing City Horizontal Control Monuments shall be shown on all Parcel Maps and Final Maps.
 - e) The location of existing City Horizontal Control Monuments shall be shown graphically on all public improvement plan sheets.
- (9) New Horizontal Control Monuments shall be approved by the City Engineer per the following procedure:

- a) Engineer of Work shall submit a diagram of the existing and proposed monuments for review.
- b) The City Survey Section will review the proposed locations and either approve or suggest alternate locations.
- c) Upon approval of locations of the new Horizontal Control Monuments, the new monuments will be constructed, field observations made, and the results shall be shown on a Record of Survey.

2-302.2 Type, Size and Location

- (1) **Section Corners** - Monuments to be set for standard or closing section. Section corners shall be 2" diameter X 30" long iron pipe with brass disc showing RCE or L.S. number.
- (2) **1/4 and 1/16 Section Corners** - Monuments to be set for quarter and sixteenth section corners shall be 1" diameter x 30" long iron pipe with brass disc showing RCE or L.S. number.
- (3) **Township Corners** - Monuments to be set for township corners shall be 3" diameter x 30" long iron pipe with brass disc showing RCE or L.S. number.
- (4) **Subdivision Boundary** - All angle points, beginning and ending of curves and lines of subdivision boundary shall be monumented with a 2" diameter X 24" long iron pipe with brass disc showing RCE or L.S. number. Intermediate monuments shall be set along the boundary, not more than 1,000 feet apart at a point of intervisibility.
- (5) **Lot Corners** - a) All lot corners that are not on street right-of-way lines shall be monumented with 3/4" diameter X 18" long iron pipe with brass disc or 1/2" x 18" rebar with metal cap showing RCE or L.S. numbers. b) Lot corners along street right-of-way at the projection of the sidelines of individual lots shall be monumented with lead plug and brass disc offset along an extension of the side lot line in the top of curb. The lead must be set in a hole a minimum of 3/4" deep and the disc must be recessed below the surface of the top of curb. c) Points of curvature and angle points along street right-of-way are not required to be monumented. If said points are monumented, they shall be monumented with lead plug and brass disc offset in the top of curb. The lead must be set in a hole a minimum of 3/4" deep and the disc must be recessed below the surface of the curb. Monuments on a curve shall be placed on a radial line; at an angle point, the monument shall be placed at the bisector of the angle.
- (6) **Street Centerline** - All angle points, beginning and ending of curves, street intersections and street/subdivision boundary intersections shall be monumented with a tagged 2" iron pipe in a well as shown on Chula Vista Standard Drawing CVCS15. Monuments for street intersections at a sewer manhole shall be set on a 5.0' offset along the extension of the minor street centerline per CVCS 15.

- (7) In locations where the required monument cannot be set or is impractical to be set, the proposed type size and location of the substitute or reference monument shall be approved in writing by the City Engineer or designated staff member Land Surveyor.
- (8) The setting of monuments at the PI (Point of Intersection) instead of at the beginning and ending of curves will be permitted only when the resulting External Secant does not exceed 2.00 feet and the Length of Curve does not exceed 75.00 feet.

2-302.3 Bench Marks

All bench marks and improvement plans shall be referenced to NAVD88 datum.

- (1) All vertical control for subdivisions shall be referenced to the established City Bench Mark System.

The City Bench Mark System consists of durable monuments established at 1/4 mile density in most areas. In some undeveloped areas the existing density is as much as 1 mile. In areas where the 1/4 mile density has not yet been achieved, the Engineer of Work shall establish additional benchmarks as follows:

- a) New bench marks will be located at street intersections as necessary to achieve the 1/4 mile density.
- b) During construction the Engineer of Work shall establish and maintain a temporary bench mark network for construction staking and inspection needs.
- c) Permanent bench marks are to be installed after improvements are complete.
- d) Accuracy shall be Third Order or better ($12\text{mm}/\text{k}$ where k =the distance in Kilometers)
- e) Monuments shall be 1" brass disc set in a permanent major drainage structure (catch basin, curb inlet, etc.). Discs will be furnished by City Survey Group upon request.

The location of permanent bench marks to be installed shall be shown graphically on all public improvement plan sheets.






- (2) New reference bench marks shall be approved by the City Engineer per the following procedure:
 - a) Engineer of Work submits a copy of the field survey level notes showing levels taken from established City bench marks to any new reference bench marks.
 - b) The City Survey Group will field check the monuments and review the field notes and calculations of new bench marks.
 - c) Upon approval of the new bench mark, it will be entered in the registry of City Bench Mark System.

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- (3) Existing and proposed reference bench marks shall be shown on all public improvement plan sheets.

2-302.4 Standard symbols for monuments as shown on the table below shall be used in the legend for all subdivision maps unless otherwise approved by the City Engineer. The length of pipes to be set shall be noted. The labeling on the brass disk shall be noted on the map.

MONUMENT TYPE	SYMBOL	
	FOUND	SET
3" DIAMETER IRON PIPE x 30" LONG		⊙
2" DIAMETER IRON PIPE x 24" LONG		⊙
3/4" DIAMETER IRON PIPE x 18" LONG	●	○
2" DIAMETER IRON PIPE WITH DISC SET IN CONCRETE IN MONUMENT WELL, PER CVCS 15	π	ρ
LEAD PLUG & BRASS DISC		
BENCH MARK	 (ELEV. _____) (BM# _____)	

**SURVEY REQUIREMENTS
SECTION 2-303
MONUMENT VERIFICATION**

2-303 Monument Verification

2-303.1 Inspection

- (1) All monuments found or set shall be flagged in the field for inspection and shall be verified by the City prior to acceptance of public improvements or recordation of a final parcel map. Monumentation for phased development shall be verified prior to City acceptance of the improvements and/or issuance of a Final Certificate of Occupancy.
- (2) The Land Surveyor or Civil Engineer signing the map shall notify the City's Land Surveyor or project inspector in writing immediately after new monuments have been set and all monuments have been flagged. Partial inspection requests are encouraged.
- (3) The City's Land Surveyor or a Land Surveyor hired by the City or developer and working under the direct supervision of the City Land Surveyor, shall field check the monumentation and issue a report of findings. The report shall note discrepancies found or corrections needed and indicate whether a certificate of correction or map amendment will be required.
- (4) The Land Surveyor or Civil Engineer signing the map shall replace or repair any monuments as deemed necessary by the City's Land Surveyor and shall prepare a certificate of correction or map amendment as deemed necessary by the City's Land Surveyor.
- (5) All repairs, replacements, map amendments or certificates of correction must be completed prior to acceptance of public improvements (major subdivisions) or recordation of final parcel maps or Certificate of Occupancy.
- (6) In the event of the death, disability, retirement or refusal of the engineer or land surveyor responsible for monument, a substitute engineer or land surveyor shall file an amended map in accordance with the provisions of Sections 66469 to 66472 inclusive of the State Subdivision Map Act and this subdivision manual. Monuments will then be set by the substitute engineer or land surveyor. Monuments may also be set by a substitute surveyor if a certificate of correction is approved by the City Land Surveyor and properly recorded.
- (7) The monumentation bond will be released after acceptance of public improvements (or recordation of a final parcel map) upon written request of the developer or registered civil engineer/land surveyor who set the monuments has requested release and given written notice that payment has been made for those services.

2-303.2 Certificate of Correction

(1) Purpose

Certificates of correction are used to amend a recorded subdivision map, recorded parcel map, or record of survey map to correct an error in any course or distance shown therefrom, to correct an error in the description of land which the map

comprised, or to correct the character and location of survey monuments set per the subject map after said map has recorded. Certificates of correction may also be required by the City's Land Surveyor as part of the monument inspection process. All certificates of correction must be reviewed and approved by the City Engineer prior to recordation.

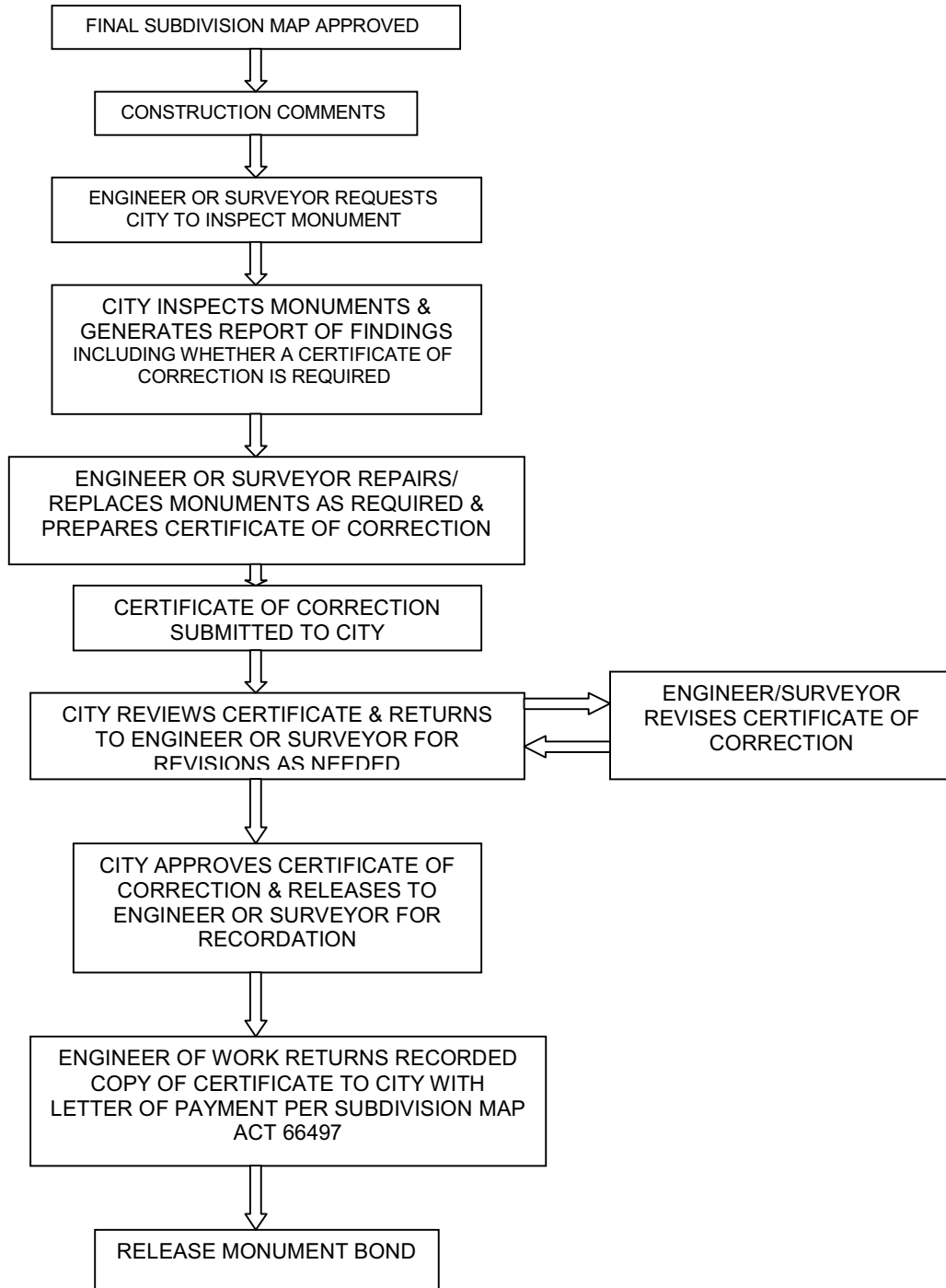
- (2) Form and Content - All certificates of correction shall contain the following information as required by Section 66469 of the Subdivision Map Act.
- a) Subdivision Maps - Name and tract number of subdivision and recording information and map number.
 - b) A list and description of all changes or corrections to be accomplished by the certificate.
 - c) A statement that the names of all the present fee owners of real property affected by such corrections are as shown on the certificate of correction
 - d) A list of all fee property owners including names, addresses and parcel numbers.
 - e) Certificate signed by the engineer or surveyor stating that the certificate of correction was prepared by or under the direction and control of the engineer or surveyor.
 - f) Certificate signed by the City Engineer stating that the certificate of correction has been examined and that the only changes shown on the certificate of correction are provided for by Section 66469 of the Subdivision Map Act, or Section 8770.5 of the Land Surveyor's Act or any amendments thereto.
 - g) Certificates of correction and all accompanying exhibits shall be submitted on 8-1/2" X 11" (22cm X 28cm) standard bond paper.
 - h) Certificates of correction may be accompanied by a sketch for purposes of clarity.

2-303.3 Processing

- (1) Requests for monument inspection and certificates of correction shall be submitted to the City's Land Surveyor for review and approval.
- (2) After approval, certificates of correction will be released to the Civil Engineer or Land Surveyor of work for recordation. The Civil Engineer or land surveyor shall return two conformed copies of the recorded certificate to the City Engineer. One copy shall be maintained by the Subdivision Section and one by the City's Land Surveyor.
- (3) The City's Land Surveyor will note on the map that a certificate of correction has been recorded. The City's Land Surveyor will notify the project inspector that the monumentation is complete. Bonds may be released after the City accepts the improvements.

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2-303.4 MONUMENT INSPECTION FLOW CHART



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**2-303.5 Sample Certificate of Correction
RECORDING REQUESTED BY:**

WHEN RECORDED MAIL TO:

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

CERTIFICATE OF CORRECTION

(Pursuant to Chapter 3, Article 7, of the Subdivision Map Act or Section 8770.5 of the Land Surveyor's Act as they may be amended)

NOTICE IS GIVEN that I hereby certify that (Map or Parcel Map) No. _____, in the City of Chula Vista, County of San Diego, State of California, filed in the office of the County Recorder of said County on _____, is in error in that the character and/or location of the following survey monuments are in error and are corrected as follows in accordance with Section 8770.5 of the Land Surveyor's Act or Section 66469 of the Subdivision Map Act as follows:

LIST OF CORRECTIONS

(LIST ALL CORRECTIONS NECESSARY)

I certify that the following are the names of all of the present fee owners of real property affected by such corrections:

(LIST ALL FEE PROPERTY OWNERS)

CERTIFICATE OF ENGINEER OR SURVEYOR

I further certify that the above Certificate of Correction was prepared by or under the direction and control of the undersigned registered civil engineer, or licensed land surveyor.

(LEAVE ROOM FOR ENGINEER
OR LAND SURVEYOR'S STAMP)

(NAME & LICENSE NUMBER)

I, Land Surveyor for the City of Chula Vista, State of California, certify that I have examined the foregoing Certificate of correction and find that the only changes shown hereon are changes provided for by Section 66469 of the Subdivision Map Act, or Section 8770.5 of the Land Surveyor's Act or any amendments thereto.

(NAME) {See Section 5-300}
LAND SURVEYOR

(LEAVE ROOM FOR CITY ENGINEER
OR LAND SURVEYOR'S STAMP)

CITY OF CHULA VISTA

DATE: _____

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**2-303.6 MONUMENT INSPECTION CHECKLIST
CITY OF CHULA VISTA**

FOR OFFICE USE ONLY
FILE: _____
INITIALS: _____
DATE: _____

MAP TITLE _____

MAP NO.: _____

Property Owner(s): _____
&
Address _____

Engineer/Surveyor: _____

PHONE: _____

(References are to the City of Chula Vista Subdivision Manual)

ITEM	CHECK	REMARKS
2-303.3 SUBMITTAL PACKAGE – Monument Inspection Request		
A. Monument Check Deposit	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Amount \$ _____</div>	
B. Blueline copy of map showing set and found monuments		
C. Written request for monument verification		
SUBMITTAL PACKAGE - Certificate of Correction		
A. Blueline copy of map showing set and found monuments		
B. Copy of Land Surveyor's report		
C. Draft Certificate of Correction		
D. List of affected property owners		
E. Copy of notification letter to be sent to property owners		
2-302 Monument Criteria		
A. Monuments of type and character indicated on map are set at location indicated on map		

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ITEM	CHECK	REMARKS
B. Found monuments of type and character indicated on map are at location indicated on map.		
C. Subdivision Boundary monumented with 2" x 24" iron pipe with brass disc showing RCE or LS number		
D. Lot corners monumented with ¾" x 18" iron pipe with brass disc or ½" x 18" rebar with metal cap showing RCE or LS number or with lead and brass disc in top of curb at offset indicated on map		
E. Centerline of streets are monumented with City well monument per CVD-TR03		
2-303.2 Certificate of Correction – Form & Content		
A. 8½" x 11" plain bond		
B. Signed by registered civil engineer licensed to do land surveying or licensed land surveyor		
C. List of fee property owners correct		
D. All corrections to be made shown		
E. Map, Parcel Map, or Record of Survey Number & recording information		
Processing		
A. Certificate approved by City Land Surveyor		
B. Certificate released for recordation		
C. Conformed copy of certificate received with letter of payment per SMA 66497		
D. Certificate recording information added to City's mylar copy of map.		